



**DEPARTMENT OF THE ARMY
HHC, U.S. ARMY GARRISON – FRANCONIA
UNIT 26622
APO AE 09244**

IMEU-WUZ-HH

25 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #1 – Commander's Open Door Policy

1. Soldiers and family members can see the commander about any concern(s); however, they are encouraged to use the chain of command first. As a professional courtesy, please inform your chain of command that you intend to see the commander; however you are not obligated to say why.
2. If the chain of command cannot resolve the issue or the issue is sensitive, the commander will allow Soldiers and family members to be heard.
3. The commander requests visits to his office on this policy to be scheduled around mission support requirements. This recommendation is to prevent unfavorable action toward anyone. We are a team and it's the commander's intent to have everyone work together to resolve issues.

DARRELL J. OTTO
CPT, SC
Commanding

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